

# ROANOKE VALLEY AREA OF NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE POLICY

*Revised April 2017*

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## PART I - AREA SERVICE COMMITTEE PURPOSE

The purpose of the Area Service Committee is to be supportive of, in any way possible, and directly responsible to the groups in their efforts to accomplish their primary purpose, which is “to carry the message to the addict who still suffers”, for this is the spirit of service. In respect for this spirit, and with the understanding that “the therapeutic value of one addict helping another is without parallel” this committee meets, conducts business, and interacts with the groups in a loving and caring way. Our goal is to help, not hinder, the process of carrying and sharing recovery through the twelve steps, twelve traditions, and twelve concepts of Narcotics Anonymous.

## **PART II - AREA SERVICE COMMITTEE GUIDELINES**

*Any change to Part II of the policy must be voted on and approved by the home groups*

### **I. Membership in the ASC**

#### **A. Attendance and Participation**

1. Any member of NA may attend an ASC meeting.
2. All Administrative Committee members and all GSRs must attend the ASC meeting.
3. GSRs may not hold an Administrative Committee position, including that of a subcommittee chair; however are encouraged to serve on any subcommittee.
4. A member may hold only one ASC position at a time except the Virginias Regional Convention committee Director.
5. Upon recognition from the ASC Chair, any NA member may address the floor.
6. A voting member of the ASC is defined as a Home Group GSR or its alternate present at the ASC Business Meeting.

#### **B. Recognition of Groups and Meetings**

1. A meeting must meet at a regular place and time, and must follow the twelve steps and twelve traditions of NA to be acknowledged on the ASC floor.
2. A meeting will be listed on the area meeting schedule upon recognition by the ASC, provided the meeting follows NA traditions, meets at a specific place and time, and has trusted servants to regularly open/close the meeting.
  - a) New recognized home groups shall be given a startup kit consisting of one Basic Text, five NA White booklets, one complete set of group readings, Five each of IP #6, 7, 8, 9, 11, 12, 16 & 19, Five each of White, Orange, Green, Red, Blue, Yellow, Moon-glow, Gray and Black key-tags, a copy of "the Group Booklet", a copy of "A Guide to Local Service" and a copy of "The 12 Concepts." (10-07)

### **II. RVANA Financial Guidelines**

#### **A. Financial Structure**

1. Money from home group donations shall be maintained by the ASC in a checking account with at least two signatures required on all disbursements.
2. All disbursements of ASC funds shall be voted upon by GSRs.
3. All proceeds from special events are to be maintained in the ASC's checking account to be disbursed to subcommittees as voted upon.

#### **B. Prudent Reserve**

1. Prudent Reserve is defined as two months' worth of ASC's standing expenses except expenses related to the purchase of literature. Also, excluded from prudent reserve are all expenses associated with the Activities Subcommittee (which is held in a separate subsidiary bank account). Prudent Reserve is a monetary amount to be kept in the ASC account in order for the ASC to conduct business without risk of over drafting the account. Prudent reserve is not a set figure to be left untouched; it should be re-evaluated at least annually or as standing expenses change.

#### **C. Donations to the Central Atlantic Region and the WSC**

1. RVANA will donate 100% of all available monies over the prudent reserve, after the payment of bills and disbursement of funds, to the Central Atlantic Region.

#### **D. Disbursement of Funds**

The Standing Expenses presented below will be disbursed on an As Needed basis.

1. Standing Expenses

- a) Secretary – \$15 per month to cover the distribution of the minutes and supplies.
  - b) Treasurer – \$10 per month to cover expenses.
  - c) Literature Chair – \$900 per month to purchase literature, and \$10 per month for supplies.
  - d) PR Chair - \$100 per quarter (January, April, July and October) to cover meeting list printing.
  - e) H&I Chair - \$30 per Institutional Meeting per month to fund H&I meetings.
  - f) Policy Chair – \$30 per month to cover expenses including copies of policy for GSRs and Administrative positions.
  - g) RCM travel expense – \$60.00 bi-monthly for travel expenses, and \$50.00 once annually for overnight Regional Service meeting.
  - h) VRCC Rep travel expense - \$20.00 bi-monthly for travel expenses, and \$100 once annually for AVCNA Convention Overnight Stay.
  - i) Annual Fee for Area Post Office Box - \$70.00 per year
  - j) Rent for ASC meeting space - \$15 per month
  - k) Rent for Subcommittees' meeting space (H&I, PR, Literature, Policy) - \$15 per month total (not per subcommittee)
  - l) Annual Website Fee - \$200.00 per year.
2. All money above and beyond established allotments detailed above is to be discussed one month prior to the need for funds. A funds request must be made. If the funds request is under \$50, then it is voted on by the ASC body. If the funds request is over \$50, then it must be taken back to home groups for group conscience approval.
  3. All trusted servants must turn in their money and/or receipts on a monthly basis in order to receive more money.
  4. Each trusted servant is solely responsible for the receipts from all money disbursed to them, and is required to submit a signed reconciliation sheet to the Treasurer.
  5. All funds requests over \$50 must be taken back to home groups for group conscience approval. This excludes regular monthly allotments to subcommittee chairs and Administrative Committee members for the completion of the tasks they have been assigned.
  6. The cost for the expense and provision of the CAR workshop should be provided to the RCM in December by the ASC.

**E. Deposit of Funds**

1. The Treasurer is to immediately make a night drop deposit of all ASC funds upon leaving ASC.
2. The ASC Treasurer and Vice Treasurer shall be the sole keepers of the night box key.
3. The ASC Chair and Vice Chair shall be sole holders of keys to the night deposit bag.

**F. Auditing and Accountability**

1. The Treasurer and Vice Treasurer shall audit ASC funds immediately following the ASC meeting each month.
2. The ASC will conduct an annual inventory of the RVANA and a financial audit of all subcommittees and the ASC bank account, as well as any group concerns pertaining to the fifth tradition, which states each group has but one primary purpose – to carry the message to the addict who still suffers, and the eleventh concept, which states NA funds are to be used to further our primary purpose, and must be managed responsibly.
  - a) The inventory shall be conducted each January and the audit conducted each July.
  - b) The JAC will preside over both the inventory and the audit. Attendance is required for all Administrative Committee members. The inventory and the audit will be open to all concerned GSRs or NA members.
  - c) The Subcommittee Audit Form will be used by the JAC to conduct the audits. Each subcommittee chair is required to complete the form prior to the audit.

**G. Misappropriation of Funds**

1. In the event of suspicion of misappropriation of NA funds, an emergency ASC meeting shall be called within one week of acknowledgement of the misappropriation. The ASC Secretary shall contact all GSR's and Administrative Committee members. The ASC Chair shall make every attempt to contact the person(s) under suspicion so that they may express their side of the situation.
2. The ASC committee shall be empowered in the case of misappropriation of funds to formulate a course of action working with the suggestions in WSO bulletin #30 "Theft of NA Funds."

**H. Activities Subcommittee**

1. The activities Subcommittee will maintain a subsidiary bank account with a maximum balance of \$500.00.
2. Any money in excess of \$500.00 will be transferred to the RVANA master account.

3. These funds are to be raised by the committee, to be used as seed money for events.
4. If the subsidiary account falls below \$150, GSRs may vote at ASC to seed \$100 to the account.
5. Chair will provide monthly budget form showing all expenditures/ donations and bank statement with monthly report.

### **III. Administrative Committee Positions**

#### **A. Clarifications of Requirements**

1. Involvement in the ASC structure is defined as serving in any capacity while showing up consistently to ASC for at least one year. One may serve as an Administrative Committee Member, GSR, or simply an observer – the purpose is to gain experience. Any person who has served this body at any point in the past (for at least one year) is still eligible to run for a position.
2. The term ‘working knowledge’ is considered a basic familiarity with the twelve steps and twelve traditions.

#### **B. General Requirements of All Trusted Servants**

1. A solid foundation of experience with the Twelve Steps, Twelve Traditions and Twelve Concepts of NA and a willingness to answer questions asked by the body of the conference concerning this.
2. Previously attended in the ASC service structure for at least one year unless noted otherwise in this policy.
3. Currently working 12 steps with a sponsor.
4. May only serve for two consecutive terms of service in the same position confirmed.

#### **C. Chair**

1. Requirements
  - a) Two years consecutive clean time.
  - b) Refer to (B.) general requirements of all trusted servants.
2. Duties
  - a) Arrange an agenda for, and preside over ASC meetings.
  - b) Correspond with other areas.
  - c) Serve as a cosigner of ASC bank account.
  - d) Cast the deciding vote in the case of a tie (which does not require group conscience).
  - e) Conduct the ASC business meeting with a firm yet understanding hand.
  - f) Declare the meeting adjourned when the assembly so votes, or in an emergency.
  - g) Appoint a mentor to guide new GSR's during the monthly ASC meeting.
  - h) Appoint a proxy for an absence or vacancy of an administrative committee member until a replacement is elected.

#### **D. Vice Chair**

1. Requirements
  - a) One year consecutive clean time.
  - b) This is an acclimated position – the Vice Chair must have the willingness to carry out a term as Chair immediately following completion of term.
  - c) Refer to (B.) general requirements of all trusted servants.
2. Duties
  - a) Serve as chair in the Chair's absence.
  - b) The primary responsibility is the coordination of the area subcommittees by keeping in regular touch with the chairperson of each subcommittee to stay informed of their projects and problems, attending subcommittees whenever possible. If disputes arise, within a subcommittee or between subcommittees, he/she helps find solutions to them. The vice-chair also works closely with subcommittees chairs when they prepare annual reports and budget proposals.
  - c) Serve as chair for the JAC as well as any ad-hoc committee in the event that there is no elected chair for that committee.
  - d) Serve as a cosigner of ASC bank account.
  - e) Take responsibility for notifying any Administrative Committee member who has missed one ASC meeting, that if they miss the following ASC meeting they forfeit their position.

#### **E. Secretary**

1. Requirements
  - a) One year consecutive clean time.
  - b) Refer to (B.) general requirements of all trusted servants.
2. Duties
  - a) Keeps accurate minutes of each ASC meeting including
    - (i) Whether a motion passed or failed and the results of all votes called on the floor.
    - (ii) Reporting the name of all nominees for positions one month before elections.

- (iii) A record of all home groups not represented at the ASC.
- b) Assure that the minutes follow this basic format
  - (i) Date and location of meeting
  - (ii) List of all GSRs and Administrative Committee Members present
  - (iii) Meeting opened by chair, traditions and concepts read
  - (iv) Administrative and Subcommittee Reports
  - (v) GSR reports
  - (vi) Disbursement of funds
  - (vii) Outline of Open forum topics
  - (viii) Old business
  - (ix) New business
  - (x) Adjournment time
  - (xi) Next ASC time and place
- c) Type and distributes copies of minutes within two weeks of ASC meeting.
- d) Assure only NA related information and WSC approved literature is included in minutes.
- e) Assure that a copy of the ASC Treasurer's report is included in minutes.
- f) Serve as a cosigner of ASC bank account.
- g) Serve as the secretary of all JAC meetings.
- h) Create a log to monitor all motions made on ASC floor with voting results for review during ASC.
- i) Holds administrative access to the ASC website.

#### **F. Vice Secretary**

- 1. Requirements
  - a) One year consecutive clean time.
  - b) This is an acclimated position – the Vice Secretary must have the willingness to carry out a term as Secretary immediately following completion of term.
  - c) Refer to (B.) general requirements of all trusted servants.
- 2. Duties
  - a) Assist the Secretary.
  - b) Act as Secretary in the Secretary's absence.

#### **G. Treasurer**

- 1. Requirements
  - a) Two years consecutive clean time.
  - b) Affirm personal financial stability.
  - c) Have gainful income.
  - d) Maintain a stable place of residence.
  - e) Refer to (B.) general requirements of all trusted servants.
- 2. Duties
  - a) Serve as custodian of all ASC funds.
    - (i) Pays rent for ASC meeting place.
    - (ii) Receives contributions from the groups.
    - (iii) Administers areas checking account and reimburses officers and subcommittees chairs for their budgeted expenses.
  - b) Make a report of income and expenditures at every ASC meeting.
  - c) Provide a copy of the monthly Treasurer's report to the Secretary within one week of ASC, to be included in the mailing of the minutes.
  - d) Make an annual report at the end of every calendar year.
  - e) The Literature Chair holds store manger access to the ASC website and is responsible for paying the account.
  - f) Retains the ASC Bank Card and utilizes it within the budget expenses when checks are an unacceptable form of payment, to which every precaution will be made to check that no one person has access and can take money as they want to.

#### **H. Vice Treasurer**

- 1. Requirements
  - a) Two years consecutive clean time.
  - b) Affirm personal financial stability

- c) Have gainful income
  - d) Maintain a stable place of residence
  - e) This is an acclimated position – the Vice Treasurer must have the willingness to carry out a term as Treasurer immediately following completion of term.
  - f) Refer to (B.) general requirements of all trusted servants.
2. Duties
- a) To assist the ASC Treasurer.
  - b) To perform the duties of the Treasurer in his or her absents absence.

## **I. Activities Subcommittee Chair**

1. Requirements
- a) Two years consecutive clean time.
  - b) Previously attended in his or her respective subcommittee and/or the ASC service structure for at least one year.
  - c) Refer to (B.) general requirements for all trusted servants.
2. Duties
- a) Attend all ASC business meetings or direct the subcommittee Vice-Chair to attend in their absence.
  - b) Hold monthly subcommittee meeting.
  - c) Conduct the business of the subcommittee according to the policy of that subcommittee.
  - d) Report to the ASC all relevant activity within their subcommittee.
  - e) Be accountable to ASC for all activities and expenditures.
    - (i) Chair will provide monthly budget form including all expenditures and donations.
    - (ii) Present a monthly financial statement from bank.
    - (iii) Records will be kept and made available for review on request of the ASC.
  - f) The chair of the subcommittee will be a signor on the activities bank account.
  - g) Attend all JAC meetings.
  - h) Maintain a copy of and follow the suggestions in, “A Guide to Service” and “The Twelve Concepts”. These materials should be passed from chair to chair with all other subcommittee archives.
  - i) Responsible for facilitating a Thanksgiving, Christmas and New Years marathon meeting respectively. The Subcommittee is permitted and encouraged (but not required) to work in conjunction with Homegroups to facilitate the marathon meetings outlined above, but ultimate responsibility for the facilitation and completion of the marathon meetings outlined above is held by the Activities Subcommittee. It is important to note that although the Activities Subcommittee is responsible for facilitating the marathon meetings outlined above, this does not preclude any homegroup(s) from facilitating their own marathon meeting(s). (Rev – 8.15.16).

## **J. Regional Committee Member**

### **1. Requirements**

- a) Three years consecutive clean time.
- b) Prior regional committee experience.
- c) Have the willingness and ability to travel.
- d) Refer to (B.) general requirements of all trusted servants.

### **2. Duties**

- a) Serve as ASC Chair in the absence of both the Chair and the Vice Chair.
- b) Attend all Regional Service Committee (RSC) meetings.
- c) Present a report of RSC functions and business at each ASC meeting.
- d) Provide the ASC with communication to and from neighboring areas.
- e) Carry the conscience of the ASC to the RSC floor, and to take part in decisions which affect the region.
- f) Organize and conduct a CAR workshop in December of the year the CAR is issued.
- g) Serve as a cosigner of ASC bank account.
- h) RCM will be more effective contacts between their areas and the Regional Committees if they take time to talk personally with other participants in their area committees. That way they can get a better idea of what needs and concerns the Regional Committee should address.

## **K. Alternate Regional Committee Member**

### **1. Requirements**

- a) Two years consecutive clean time.
- b) This is an acclimated position – the alternate RCM must have the willingness to carry out a term as RCM immediately following completion of term.
- c) Have the willingness and ability to travel.
- d) Refer to (B.) general requirements of all trusted servants.

### **2. Duties**

- a) Serve as RCM in the RCM's absence.
- b) Attend each RSC meeting.
- c) Assist the RCM in organizing and conducting the CAR workshop.

## **L. Subcommittee Chair**

### **1. Requirements**

- a) One year consecutive clean time.
- b) Previously attended in his or her respective subcommittee and/or the ASC service structure for at least one year.
- c) Refer to (B.) general requirements of all trusted servants.

### **2. Duties**

- a) Report to the ASC all relevant activity within their subcommittee.
- b) Be accountable to the ASC for all activities and expenditures.
- c) Schedule and preside over each of their respective subcommittee meetings, or have a designated representative attend and preside.
- d) Follow their respective subcommittee guidelines.
- e) Maintain a copy of and follow the suggestions in, "A Local Guide to Service" and "The Twelve Concepts". These materials should be passed from chair to chair with all other subcommittee archives.
- f) Attend all JAC meetings called by the RVANA.

## **M. VRCC Director (01-10)**

### **1. Requirements**

- a) Two years consecutive clean time.
- b) Willingness to deal with the placement of large amounts of money.
- c) Understanding of financial and bureaucratic matters.
- d) Have the willingness and ability to travel. Refer to (B.) general requirements of all trusted servants.

### **2. Duties**

- a) Report to the ASC all VRCC activities on a bimonthly basis.
- b) Attend all VRCC meetings and each following ASC meeting.

### **3. Notes**



- a) This is not an Administrative Committee position; therefore it does not interfere with any position held on the ASC floor.

#### **N. Alternate VRCC Director**

##### **1. Requirements**

- a) Two years consecutive clean time.
- b) Currently working with an NA sponsor.
- c) Working knowledge of the Narcotics Anonymous Twelve Steps and Twelve Traditions.
- d) This is an acclimated position - the alternate VRCC representative must have the willingness to carry out a term as VRCC representative immediately following completion of term.
- e) Have a willingness and ability to travel.
- f) Refer to (B.) general requirements of all trusted servants.

##### **2. Duties**

- a) Serve as VRCC representative in VRCC representative's absence.
- b) Attend each VRCC meeting.

#### **O. Removal of Administrative Committee Members**

##### **1. Voluntary removal**

##### **2. Resignations may be submitted verbally or in writing to any Administrative Committee member.**

##### **3. Involuntary removal**

- a) Any Administrative Committee member will be considered as having resigned after having missed two consecutive ASC meetings without excuse.
- b) The RCM will be considered as having resigned after missing two regional service committees in a term, without communication of cause to the ASC.
- c) The VRCC Representative will be considered as having resigned after missing two consecutive VRCC meetings in a term, without communication of cause to the ASC.
- d) Any subcommittee chair will be considered as having resigned after having missed two consecutive subcommittee meetings, without communication of cause to the ASC.
- e) Any Administrative Committee member is subject to removal from office for breach of traditions, or failure to perform responsibilities as outlined in these guidelines or the approved guidelines of their subcommittee.
- f) Any Administrative Committee member is subject to removal in the incidence of relapse during term of office.

### **IV. Subcommittees**

#### **A. Formation and Operation of a Subcommittee**

- 1. The ASC may establish subcommittees as needed to carry out its purpose. Subcommittees may include, but are not limited to, Policy, Literature, Public Relations, Hospitals and Institutions, Service Workshop, Activities, and Newsletter.
- 2. A subcommittee may be formed only if a trusted servant has
  - a) Submitted a letter to the ASC explaining the need for the subcommittee.
  - b) Presented a trusted servant to act as chair or as proxy until a chair can be found.
  - c) Submitted guidelines consistent with those designated in this policy, "A Guide to Local Service", "The 12 Concepts", the twelve traditions, and any guidelines available from the RSC and WSC to the ASC for approval.
- 3. A simple majority vote is required to establish a subcommittee. Such a vote will be taken one month after above requirements have been met, allowing GSRs to attend their home group and obtain a group conscience.
- 4. Chairs of subcommittees will be elected by the voting members of the ASC. Other subcommittee positions may be voted on within each subcommittee.
- 5. All subcommittees will be accountable to the ASC. To ensure the upholding of our traditions, any action outside the established purpose and guidelines of a subcommittee must be approved by the ASC before being carried out.

#### **B. Subcommittee Audit**

- 1. All subcommittee chairs will submit in writing a complete inventory of all monies, supplies, records, and relevant materials to the ASC each January and prepare a comprehensive financial report each July, documenting the preceding twelve month's financial activity. Both the inventory report and the financial report shall be turned over to the JAC upon completion to be included in the ASC archives.
- 2. Whenever there is a change in subcommittee chairs, outside the regular election process, the ASC Vice Chair

and JAC members will conduct an audit of said subcommittee's funds, receipts, and inventory with both the incoming and outgoing chairs.

**C. Subcommittee Duties delegated by the ASC**

1. Policy Subcommittee
  - a) Policy chair shall maintain paper copies of all financial records and receipts for the previous five years. Policy will maintain electronic copies of all other ASC records.
  - b) Revised copies of the ASC policy shall be dispersed each July and shall include a copy of all available subcommittee guidelines.
  - c) The Policy Chair will provide an addendum sheet in October, January, and April to GSRs and Administrative Committee members detailing all changes in policy.
  - d) The Policy Chair shall provide all new GSR's & Subcommittee chairs a copy of ASC Policy with Summary of Robert's Rules of Order
  - e) The Policy Chair will update policy with all new changes to policy on a monthly basis and provide two copies of policy for the next ASC meeting.
2. Activities Subcommittee
  - a) Any fundraising activity done within a subcommittee is required to accept the assistance of the activities subcommittee.
3. Public Relations Subcommittee
  - a) Meeting lists are to be printed based on the needs of the RVANA as decided by the Public Relations Subcommittee.
  - b) The ASC website will be managed and maintained by the Public Relations Subcommittee.
  - c) The Public Relations Chair holds administration access to the ASC Website.
4. Literature Subcommittee
  - a) The Literature Chair will be responsible for providing CAR reports to GSRs.
  - b) The Literature Chair holds store manager access to the ASC website.
5. Hospitals and Institutions Subcommittee coordinates and conducts all H&I meetings in the Area, and distributes literature and meeting lists at the meeting facility. Work in conjunction with the Public Relations Subcommittee when reaching out to local facilities, in regards to initiating new H&I meetings and presentations at local facilities.

**D. Dissolving a Subcommittee**

1. A motion, which will be sent to home groups for a vote, must be made to dissolve a subcommittee.
2. A simple majority vote is necessary to dissolve a subcommittee.

**E. Ad-hoc Subcommittees**

1. The ASC Chair has the authority to establish ad-hoc subcommittees for specific tasks and to appoint members to the subcommittee. The purpose, membership, and duration of any ad-hoc subcommittee shall be designated by the ASC at the time of appointment. Time and place for meeting will be determined before adjourning ASC.

**V. Joint Administrative Committee**

**A. Purpose**

1. The purpose of the JAC is to facilitate the administrative functions of the ASC by providing a forum for issues to be discussed and resolved without extended debate on the ASC floor.

**B. Membership**

1. The JAC consists of the Chair, Vice Chair, Treasurer, Secretary, RCM, Alternate RCM, subcommittee chairs (including ad-hoc subcommittee chairs), VRCC representative, Alternate VRCC representative and any other NA member who wishes to attend.

**PART III - AREA SERVICE COMMITTEE PROCEDURES**

*Any change to Part III of the policy may be voted on at area service*

**I. ASC schedule and structure**

**A. Schedule**

1. The ASC will be held on the second Sunday of the month from 2:30pm until 4:30 pm, unless otherwise specified.

**B. Structure**

1. The ASC will use an adapted form of Robert's Rules of Order, as the procedure for running ASC meetings in

instances where parliamentary authority does not conflict with the twelve traditions and twelve concepts.

2. All ASC meetings are to be non-smoking.

### **C. ASC Agenda**

1. The agenda will be set at the discretion of the ASC Chair; however, it must include
  - a) Open with Serenity Prayer
  - b) Reading of the Twelve Traditions of NA
  - c) Reading of the Twelve Concepts of NA service
  - d) Roll call
  - e) Approval of previous month's minutes
  - f) Administrative reports read (submitted in written form to the secretary)
  - g) GSR reports read (submitted in written form to the secretary)
  - h) Old business
  - i) New business
  - j) Open Forum
  - k) Treasurer's report summary: (submitted in written form to the secretary)
  - l) Disbursement of funds
  - m) Clean up
  - n) Adjourn with Serenity Prayer
  - o) Disbursement of Literature
2. The last items of business prior to clean up and adjournment shall consist of a summary of the Treasurer's report and disbursement of funds requests.

## **II. Financial Procedures**

### **A. Treasurer's Report**

1. The Treasurer shall give a financial overview including the following totals based on figures recorded at that ASC
  - a) Total donations from groups
  - b) Total returned funds
  - c) Total standing fees
  - d) Anticipated total in the ASC account
  - e) Amount the ASC account is above or below the prudent reserve
2. After the Treasurer has given the financial overview, all funds requests shall be voted upon, with the Treasurer noting with each request whether the request will put the ASC below prudent reserve.
3. After all funds requests have been voted upon, the Treasurer will announce the ASC account balance and the ASC will perform one of the following:
  - a) If the account is above prudent reserve, donation checks shall be written in accordance with ASC policy.
  - b) If the account is \$0.01 to \$300 below prudent reserve, at the next ASC meeting all subcommittees will be unable to ask for funds above their standing fees.
  - c) If the account is more than \$300 below prudent reserve, the ASC will reevaluate all standing fees and funds requests for the current month. The only fees not to be considered for reduction are fees for the rent to the ASC meeting place.
4. For an ASC bank card to be connected to the ASC checking account.

### **B. Other Transactions**

1. No home group will submit more than \$1 in loose change to the Treasurer in its area donation.

## **III. Processes**

### **A. Nomination Process**

1. First step in nomination process shall be policy chair reading the requirements and duties of the trusted servant position and the accountability required of the trusted servant.
2. Nominations will be taken in July of each year to ensure that candidates have the opportunity to qualify and answer any questions before nominations are taken back to home groups.
3. A member must be present in order to be nominated.
4. A nominee must qualify at the time of nomination.
5. After each nominee has qualified and left the room, three pros and three cons will be accepted from the floor. Pros or cons may be stated by any NA member upon recognition from the Chair. This allows NA members to

express opinions before GSRs return to their home groups to obtain a vote.

6. A member may be nominated for only one position per ASC meeting.
7. Only clean time and/or service experience requirements may be waived by a 2/3 majority of voting members present, only in the event there is no other qualified candidate running for office.

## **B. Election Process**

1. Elections will be held for all Administrative Committee positions in August of each year.
2. A member must be present in order to be elected.
3. A simple majority vote is taken once the candidate has left the room.
4. Elected Administrative Committee members will assume new positions at the following ASC.
5. In the event an Administrative Committee position becomes vacant during the course of the year a special election will take place. GSRs have until the following ASC to consult their home group and obtain nominations for the vacant position. An election will not take place until the month after nominations are accepted and will follow the same process as standard elections.

## **C. Motions**

1. Definitions
  - a) A simple majority is defined as the greater number of all non-abstaining voting members.
  - b) A 2/3 majority vote is defined as 2/3 of all non-abstaining voting members.
2. Submission of a motion
  - a) Only GSRs and Administrative Committee members can make motions on the ASC floor. Subcommittee chairs and other administrative committee members can make motions only directly related to their respective subcommittees or positions.
  - b) A motion must be written on a motion form, with an intent included, and seconded by a GSR then submitted to the Secretary.
  - c) The Chair will read motions in the order they were received.
3. Discussion of a motion
  - a) Motion and intent are read by the Chair.
  - b) The Chair will allow the maker of the motion to address the ASC.
  - c) The Chair will ask if there are questions. If so, they are to be directed to, and answered by, the maker of the motion or the Chair.
  - d) The Chair will ask for amendments to the motion. An amendment can only be suggested by a GSR, alternate GSR, or Administrative Committee member. A motion may be amended only with the consent of the motion-maker. If there are amendments, they are to be noted by the Secretary and the motion reread by the Chair.
  - e) The Chair will ask if all voting members present understand the motion.
  - f) The Chair will ask for three pros and three cons on the motion.
  - g) If the motion requires a vote by home group conscience, there is no further discussion.
4. Voting on a motion
  - a) The Chair will ask if all GSRs present understand the motion before calling it to a vote.
  - b) Each GSR (home group) will carry one vote to the area floor.
  - c) Voting members of the ASC will consist of all GSRs in attendance or their alternate.
  - d) Only GSRs or their alternate may ask for a recount of the vote.
  - e) A simple majority vote is necessary for any motion to pass, with the exception of the removal of an Administrative Committee member or the VRCC representative.
  - f) The Chair may cast a vote to break a tie, except in all issues requiring a home group vote. If there should be a tie on an issue requiring a home group vote, the motion will be sent back to the groups.
5. Retraction of a motion
  - a) Any motion may be withdrawn by the maker of the motion before it is called to a vote.
  - b) A GSR who seconds a motion may withdraw their endorsement before the motion is called to a vote, at which point another GSR must second the motion or it is void.
6. Amendments to Policy
  - a) Amendments to Section I or II of the ASC policy must be voted on and approved by home groups.
  - b) Amendments to Section III of the ASC policy may be approved by a simple majority vote of all GSRs present at the ASC.
  - c) Proposed amendments must be submitted to the ASC in the form of a written motion. They must not be in violation of the twelve traditions, twelve concepts, or WSO guidelines.

- d) Amendments are to be voted upon by GSRs only.

#### **IV. Joint Administrative Committee**

##### **A. Structure**

1. Any NA member can suggest a JAC meeting; however, only the Vice Chair can call one.
2. The Vice Chair will chair the JAC. In the Vice Chair's absence, the Policy Chair will chair.
3. The JAC Chair will set the JAC meeting agenda.
4. The ASC secretary will act as the secretary of the JAC.

##### **B. Voting**

1. All attending Administrative Committee members and any NA member who has attended two of the last three JAC meetings shall be allowed to vote

### **PART IV - ATTACHMENTS**

#### **I. Summary of Robert's Rules of Order** (*Excerpted from A Guide to Local Services*).

##### **A. Summary of Motions**

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are main motions and parliamentary motions.

##### **1. Main Motions**

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

##### **2. Parliamentary Motions**

*Parliamentary motions* can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

##### **a) Motion to AMEND.** Simple majority. *Debatable*.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "I move to amend the motion..." and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business. If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment.

##### **b) Motion to call the PREVIOUS QUESTION.** Two-thirds majority. *Not debatable*.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "I call for the question," or "I move the previous question." It is another way of saying, "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is

necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

c) **Motion to TABLE.** Simple majority. *Not debatable.*

One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying, “*I move we table this motion until such-and-such a date/meeting.*” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

d) **Motion to REMOVE FROM THE TABLE.** Simple majority. *Not debatable.*

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, “*I move to remove from the table the motion to such-and-such.*” If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

e) **Motion to REFER.** Simple majority. *Debatable.*

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, “*I move to refer the motion to the such-and-such subcommittee.*” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

f) **Motions to RECONSIDER or RESCIND.** Majority varies. *Debatable.*

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last or the current meeting.
- The member making the motion must have information on the issue that was not available in the original debate on the motion.
- The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

- The motion to reconsider requires a simple majority.
- The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

g) **Request to WITHDRAW A MOTION.** Unanimous consent. *Not debatable.*

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

h) **Offering a SUBSTITUTE MOTION.** Simple majority. *Debatable.*

A *substitute motion* is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

i) **Motion to ADJOURN.** Simple majority. *Not debatable.*

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order.

After all business is finished, the chair may declare the meeting adjourned without a motion.

## **B. Other Procedures**

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

### **a) Order of the day**

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "*I call for the order of the day.*" This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even *require* a vote—the chairperson is obligated to enforce the request unless two-thirds of the body tells the chair otherwise.

### **b) Point of information**

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "*Point of information.*" This means, "I have a question to ask," *Not* "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

### **c) Point of order**

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "*Point of order.*" The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chair says, "Overruled." This decision, as all others, can be appealed.

### **d) Point of appeal**

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "*I appeal the decision of the chair.*" If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

### **e) Parliamentary inquiry**

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "*Point of parliamentary inquiry.*" The chairperson must immediately recognize the member so that person may ask how to do such-and-such.

The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

### **f) Point of personal privilege**

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "*Point of personal privilege;*" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

